

Procedures for Identifying Highly Capable Students

Identification procedures occur at all grade levels (K-12) for students enrolled in the district. Once a student is identified as Highly Capable, the Port Angeles School District provides services across all grade levels for the duration the student remains in the district.

The following multi-step procedures shall be implemented in order to identify students who are *among the most highly capable*.

Notification

The Port Angeles School District will provide annual notification to community parents, teachers, and students in appropriate languages before any major identification activity. The notifications will be posted on the district website, published in the local newspaper and school newsletters, and otherwise disseminated. Students not enrolled in the district during the previous year's identification cycle, will be provided information and an opportunity for identification within the first three months of their enrollment. (WAC 392-170-042)

Referral/Nomination

Anyone may refer a student to participate in the identification process based on data or evidence from teachers, other staff, parents or legal guardians, students, and members of the community. The district must have written permission from the parent or legal guardian in order to assess a student's eligibility for Highly Capable identification. (WAC 392-170-045)

Parent Permission/Notification

The parents/legal guardians of students who are referred for Highly Capable identification and assessment will be notified of the results and recommendations for services from the multidisciplinary selection committee. (WAC 392-170-047)

In addition, parent/legal guardian permission will be attained prior to:

1. Assessing a student's eligibility for the Highly Capable Program.
2. Placing a student in a Highly Capable Program - district program only (such as self-contained), not specific services.

Assessment

Students referred for identification as a Highly Capable student, unless eliminated through screening as provided in WAC 392-170-045, shall be assessed by qualified district personnel. Port Angeles School District uses multiple objective criteria, including tests that measure cognitive ability, to evaluate potential identification of students who are among the most highly capable and who exhibit specific learning characteristics. (WAC 392-170-055)

The Port Angeles School District uses properly validated tests and documented professional judgment when properly validated tests are not available. (WAC 392-170-060)

Screen Students for Eligibility

The Port Angeles School District uses screening procedures, professional judgment, and multiple and objective measures, to determine which students are *among the most highly capable*.

Selection

A variety of assessments, data, and other evidence is collected during the assessment process and reviewed by a multidisciplinary selection committee in order to identify those students who are among the most highly capable, exhibit characteristics common in highly capable students, and would benefit from receiving specialized instruction; including the type of service.

At the point of identification, the Port Angeles School District will make a variety of services available to enrolled students. If the student is eligible for the self-contained program, those services will begin the following school year. (WAC 392-170-078)

Continuum of Services

A variety of program services are available for identified Highly Capable students. A continuum of services will be provided to enrolled students from K-12 with periodic reviews for each student to ensure that the services are appropriate. (WAC 392-170-078)

Appeal Process

Parents/legal guardians have the right to appeal the multidisciplinary selection committee's decision. (WAC 392-170-076)

Individuals appealing the committee's decision must submit a completed Port Angeles School District Appeal Packet/Form, and provide the appropriate supporting evidence and data, within ten school days of receiving notification of the committee's decision.

The multidisciplinary committee will review the appeal and supporting documentation using professional judgment to make a final decision.

Exit Process

With sufficient evidence and data that a student is consistently struggling to meet Highly Capable standards, school staff members and parents/guardians may request that a student be re-assessed and exited from qualifying for specific programs and/or being identified as a Highly Capable individual needing specialized instruction. (WAC 392-170-047)

Exit decisions will be based on:

1. District's identification process, **OR**
2. Request by parent/legal guardian, **OR**
3. Student is no longer enrolled in district.

Re-entry Process

A student/parent/legal guardian may request re-entry into a program when:

1. An identified student, who withdrew from the district, re-enrolls at a later date.
2. A formal exit has been conducted.
3. A student declined placement in the program.

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